

WARN

Worker
Adjustment &
Retraining
Notification Act

WorkOne

State Rapid Response Team

For information about how
DWD can serve you or your business,
visit the nearest WorkOne Center or visit

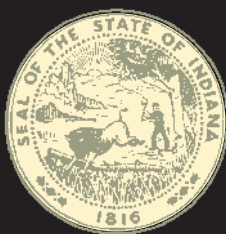
www.workforce.IN.gov

General Information

1-888-WORKONE

(317)-232-7560

(TDD)



Department of Workforce Development

Joseph E. Kernan, Governor
Alan D. Degner, Commissioner
10 North Senate Avenue
Indianapolis, IN 46204-2277

This is an equal opportunity program.

Auxiliary aids and services are available upon request to people with disabilities.
For information, contact the EEO at 1-317-232-0603 or 1-317-234-3535 (TDD).



Administered at the state level by the Indiana Department of Workforce Development, the Worker Adjustment and Retraining Notification Act (WARN) is a federal law. WARN requires businesses to give advanced notice to employees of a plant closing or mass layoff.

This advance notice gives workers, their families and their communities transition time to prepare for the closing or mass layoff. Workers have time to:

- adjust to the impending job loss;
- seek and obtain other employment; or
- through assistance provided by the State of Indiana, enter skill training or retraining.

What does WARN require?

WARN requires employers with 100 or more full-time workers to give employees 60 days notice if employers:

- close a facility of 50 or more workers;
- discontinue an operating unit of 50 or more workers;
- lay off 50 to 499 workers, and these workers make up 33% of the total workforce at a single employment site; or
- layoff 500 or more workers at a single employment site.

Although some businesses are exempt from WARN, the law encourages all employers to give workers sufficient notice.

Who must receive notice?

Employers must notify:

- each employee to be laid off, or
- the employee's union representative, if the worker is represented by a union or unions, and
- the chief elected official of the local government unit where the closing is occurring, and
- the state Dislocated Worker Unit at the Indiana Department of Workforce Development.

What assistance does the State of Indiana give?

Once a WARN notice is received by the State Dislocated Worker Unit, a member of the state Rapid Response Team will contact the company and union officials (if applicable) within 48 hours to arrange a meeting.

The goal of this meeting is to establish a working relationship, gather information about the layoff and to provide information about no-cost services which will ease the transition for both the employer and the affected workers. The Rapid Response Team can also work with employers to develop alternatives to closing or mass layoffs.

What must the notice contain?

Requirements vary according to who will be receiving the notice. Notices must be specific and contain statements that include:

Employee

- name and telephone number of company
- whether the action is permanent or temporary and if the entire plant is to be closed
- expected layoff schedule or closing date
- an indication of whether or not bumping rights exist

Chief Elected Official & State Dislocated Worker Unit

- name and address of site
- name and phone number of company official
- whether the action is permanent or temporary, and if the entire plant is closing
- expected layoff schedule or closing date
- job titles and the number of employees affected in each classification
- an indication of whether or not bumping rights exist
- the name of each union and the name and address of each union's chief elected officer

Employee Representative

- name and address of site
- name and phone number of company official
- whether the action is permanent or temporary, and if the entire plant is closing
- expected layoff schedule or closing date
- affected job titles
- names of workers currently holding those positions